

## SPECIAL EVENT CHECKLIST

APPLICATION \_\_\_\_\_

\$25 FEE \_\_\_\_\_ Checks made payable: Town of Tiverton

MAP LAYOUT/DRAWN PLAN \_\_\_\_\_

INCLUDING LOCATION OF SANITATION FACILITIES, TENTS, WALLS, MAZES ETC.

All other applicable Permits/Licenses where needed: \_\_\_\_\_

Example: Agenda Request, Liquor License, Food Handlers(if serving food) Peddlers/Hawkers, Sound Variance, Recreation Usage Form, (DOT) Department of Transportation Parade/Event Permit etc.

LIABILITY/INDEMNIFICATION FORM WHEN USING TOWN PROPERTY \_\_\_\_\_

EVENT INSURANCE \$1,000,000 WITH THE TOWN NAMED AS THE ADDITIONAL INSURED. THIS MUST SHOW UP IN THE "DISCRIPTION" SECTION.

DISCUSS EVENT WITH THE FOLLOWING DEPARTMENTS:

POLICE \_\_\_\_\_ (401-625-6717) \_\_\_\_\_

FIRE MARSHAL \_\_\_\_\_ (401-625-6786) \_\_\_\_\_

BUILDING \_\_\_\_\_ (401-625-6715) \_\_\_\_\_

TAX CLEARANCE \_\_\_\_\_

**CHAPTER 51 OF THE TIVERTON TOWN ORDINANCE SHOULD BE REVIEWED FOR PROPER COMPLIANCE. TIVERTON CODE OF ORDINANCES CAN BE FOUND AT [https://www.municode.com/library/ri/tiverton/codes/code\\_of\\_ordinances](https://www.municode.com/library/ri/tiverton/codes/code_of_ordinances)**

**See attached forms below**

**REQUEST TO BE PLACED ON THE AGENDA  
FOR A MEETING OF THE  
TIVERTON TOWN COUNCIL**

**NAME OF PERSON OR ORGANIZATION:**

**SUBJECT OF AGENDA REQUEST:**

**EXPLAIN NATURE OF REQUEST OR COMPLAINT:**

**(Be precise so that the Council will be fully aware of the request and/or complaint)**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**Please Note: Unless otherwise instructed, this request will be a public document.  
A copy of this request and any attachments will be given to each Councilor prior to the meeting and, if applicable to any appropriate Department, Board, Commission, and/or Officer.**

**Agenda items must be submitted to the Town Clerk's office before 3:00 p.m. on Tuesday prior to the meeting date.**



# TOWN of TIVERTON

## Special Event Application

### Applicant Information

Entity or Individual Responsible for Event: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Special Event Information:

Non Commercial Entities and Individuals Event Held: Check one: (Indoor) \_\_\_\_\_ (Outdoor) \_\_\_\_\_

Location of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Expected number of Attendees: \_\_\_\_\_ Activities: \_\_\_\_\_

Musicians or Entertainers Participating: \_\_\_\_\_ Amplified: \_\_\_\_\_

Drawn Plan \_\_\_\_\_ Tent/Structure Walls and Mazes included (Must Notify all applicable Departments for Inspections)

Location of Health and Sanitation Facilities \_\_\_\_\_ Vendors: \_\_\_\_\_

### Detailed Description of Event

\_\_\_\_\_

Sound Variance Needed \_\_\_\_\_

**SPECIAL EVENT PERMIT REGULATIONS:** Chapter 51 of the Town Ordinance should be reviewed for proper compliance.

- It is the Responsibility of the Entity or Individual to contact **Police, Fire, and Building Departments.**
- If requesting use of Recreation area, a copy of the **Recreation Usage** application must be provided, before submitting the special event application to the Town Clerks Office.
- If Serving Food: All Food handlers must have proper State Board of Health Approval.
- Parade events using public roads will also need DOT (RI State Department of Transportation ) and Police approval. (Mapped out routes will be needed)

**Fee:** \$25.00

I certify that the above facts are true to the best of my knowledge

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**Please verify information and make all necessary changes. Make checks payable to Town of Tiverton and return to Office of the Town Clerk, 343 Highland Road, Tiverton, RI 02878.**

### Office Use Only

Date Filed with Town Clerk: \_\_\_\_\_ Date granted by Town Clerk: \_\_\_\_\_

Fire Approval \_\_\_\_\_ Detail(s) Needed \_\_\_\_\_ Police Approval \_\_\_\_\_ Detail(s) Needed \_\_\_\_\_

Recreation Application provided \_\_\_\_\_ Building Approval \_\_\_\_\_ Permits Needed \_\_\_\_\_

**EVENT SPONSOR**

**EVENT SPONSOR**

PUBLIC HEARING DATE

**EVENT SPONSOR**

**EVENT DATE**

#### EVENT DESCRIPTION

**EVENT SPONSOR**

**EVENT SPONSOR**

**EVENT SPONSOR**

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